

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, December 2, 2019 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS 2020 Arctic Winter Games – 100 Days Out

DELEGATES George Arcand and Moira Lassen – Arctic Winter Games 100 Days
Melanie Davignon – Selkirk Street Elementary School Safety Issues
Ian Parker – Selkirk Street Elementary School Safety Issues
James Saunders – Selkirk Street Elementary School Safety Issues
Brian Earl – Humanitarian Issues
John Glynn-Morris – The Yukon Story Project

CITY OPERATIONS COMMITTEE

1. Contract Award – Consulting Services – Transfer Station Detailed Design
2. Contract Award – Supply of Transit Buses
3. New Business

COMMUNITY SERVICES COMMITTEE

1. Contract Award – Transit Real-time Information and E-Payment Systems
2. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Contract Award – Supply of Computer Equipment
2. Public Input Report – 2020 to 2023 Capital Expenditure Program
3. New Business

CITY PLANNING COMMITTEE

1. New Business



PROCLAMATION

100 Days Out from the 50th Anniversary Edition of the Arctic Winter Games

WHEREAS the year 2020 is the 50th anniversary of the Arctic Winter Games; and
WHEREAS the City of Whitehorse is the host of the 2020 Arctic Winter Games, and between March 15th to the 21st, 2020, 2000 athletes, coaches, mission staff, officials and cultural performers from Alaska, Greenland, Finland, Norway, Russia, Northern Alberta, Nunavut, Nunavik, Northwest Territories and Yukon will gather in Whitehorse for a week of cultural programming and sport competition; and

WHEREAS an equal number of citizens of our capital city will volunteer in support of the 2020 50th Anniversary Arctic Winter Games; and

WHEREAS December 5, 2019 marks International Volunteer Day and is 100 days out from the Arctic Winter Games;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim December 5th, 2019 to be ***100 Days out from the 2020 Arctic Winter Games*** in the City of Whitehorse.

Dan Curtis
Mayor

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall

Chair: Samson Hartland

Vice-Chair: Laura Cabott

Date: December 2, 2019

1. Contract Award – Consulting Services – Transfer Station Detailed Design
Presented by Manager Geoff Quinsey
2. Contract Award – Supply of Transit Buses
Presented by Manager Richard Graham
3. New Business

ADMINISTRATIVE REPORT

TO: City Operations Committee
FROM: Administration
DATE: December 2, 2019
RE: Contract Award – Consulting Services – Transfer Station Detailed Design

ISSUE

Contract award for consultant services for the detailed design of the Waste Management Facility Transfer Station Upgrades project.

REFERENCE

RFP 2019-0096 Transfer Station Detailed Design
Consulting Services Selection Procedures Policy (July 11, 2011)
2019 Capital Expenditure Plan job number 650c00819 Transfer Station Upgrades

HISTORY

The City of Whitehorse (the “City”) owns and operates a transfer station for receiving a variety of solid waste and recyclable materials. Materials collected at the transfer station are subsequently disposed at either the landfill working face or compost facility, or are transported off-site for recycling. The transfer station provides opportunities to sort waste and handle it safely – supporting the City’s goal of achieving a 50% waste diversion rate.

The transfer station was first developed in 2000 and serves as an important interface between the public and the City’s waste management services. Although few changes have been made since its initial development, use of the transfer station has increased significantly. Waste generation has increased by 88% and an increasing number of vehicles, waste types, and waste volumes are being received at the facility. With this amount of use, there is a recognized need to improve bin access and safety, traffic flow, signage, public education, enforcement, cost effectiveness of operations, and to streamline materials handling.

Operational improvements will increase safety for both transfer station users and City staff, create a flexible design to meet current and future operational requirements, increase the cost effectiveness of operations, and improve recordkeeping.

A conceptual plan for the proposed upgrades was developed by Morrison Hershfield in 2018. These upgrades include hard-surfacing with asphalt pavement, controlling revenue through the use of inbound and outbound scales, reconstruction of the saw-tooth bin wall, adding new larger collection bins and recycling bins, upgrading user safety features, improving education and traffic signage throughout the transfer station, and developing a new area for Designated Material Regulation and per-item fee materials.

A request for proposals for engineering design and construction administration of the Transfer Station Upgrades project was released on October 11th, 2019 and closed on November 8th, 2019. The RFP was advertised on the City’s website and in local newspapers. The RFP documents were made available via the City’s e-procurement platform www.whitehorse.bonfirehub.ca.

The scope of work has been divided into two phases. The proponents have provided proposals for both Phase 1: Detailed Design, and Phase 2: Tender and Construction Administration. This proposed award is for Phase 1 only. The proposed work plan and fee for Phase 2 could form the basis for a negotiated award with the successful proponent in the 2021 financial year contingent on budget approval, external funding and the project proceeding to construction. A negotiated award is an option because both phases of the project have been the subject of open competition and have been evaluated according to policy.

The City received two proposals.

- Morrison Hershfield Ltd.
- Tetra Tech Canada Inc.

The proposals were reviewed by an evaluation team comprised of personnel from Water and Waste Services and Financial Services in accordance with the Consulting Services Selection Procedures policy including:

Project Team	Methodology & Approach
Past Relevant Experience & Performance	Adjusted Fees Local Preference

ALTERNATIVES

1. Authorize Administration to award the contract as recommended
2. Refer the proposed award back to administration for further analysis

ANALYSIS

The analysis of proposals is a two-step process where all proposals are first evaluated on the first three technical criteria. Proposals that score at least 80% on these criteria move on to the second stage of evaluation.

The second stage evaluates the final two criteria (fees and local content) which are scored based on a set formula established in the Consulting Services Selection Procedures policy.

The highest scoring proposal was submitted by Tetra Tech Canada Inc. The fee received (inclusive of travel, disbursements, not including GST) is \$189,495.84.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to award the contract for consulting services for the Detailed Design of the Waste Management Facility Transfer Station Upgrades project to Tetra Tech Canada Inc. for a net cost to the City of \$189,495.84 plus GST.

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: December 2, 2019
RE: Contract Award – Supply of Transit Buses

ISSUE

Contract award for the supply of Transit Buses

REFERENCE

RFP 2019-004 – City of Whitehorse Transit Buses
Council Policy: Purchasing and Sales
2019 Capital Expenditure Plan Job # 320c01016
2020 to 2023 Proposed Capital Expenditure Plan Job # 320c01016
2011-12 Replacement of Vehicles & Equipment

HISTORY

The approved 2019 and proposed 2020 to 2023 capital budgets include external funding for the replacement of six transit buses, two units (to be ordered) in each of 2019, 2020 & 2021. All six units are due for replacement pursuant to the City's Vehicle/Equipment Replacement Administrative Directive.

Investing in Canada Infrastructure Program (Public Transit) funding has been approved and a transfer payment agreement is in place for four units (2019 & 2020) with a total budget of \$2,200,000.

A request for proposals (RFP) for the supply of transit buses was released on September 13, 2019 and closed on October 24, 2019. The RFP was advertised on the City's website and in local newspapers. The RFP documents were made available via the City's e-procurement platform www.whitehorse.bonfirehub.ca.

The City received two proposals that were reviewed by an internal evaluation committee comprised of personnel from the Operations, Transit Services and Financial Services departments. The committee followed the Council Policy on Purchasing and Sales.

ALTERNATIVES

1. Authorize Administration to award the contract as recommended
2. Refer the proposed award back to Administration for further analysis

ANALYSIS

The City's RFP invited proposals from experienced transit bus suppliers with proven track records of supplying quality products and services to municipalities to supply six new and unused 40' low floor transit buses over the next five years to replace the City's aging Transit bus fleet.

The initial term of the contract will be for five years to December 31, 2024. Consideration will be given to renewing the existing contract for up to five additional years ending December 31, 2029 per the terms and conditions of the RFP. Subsequent bus purchases beyond 2019 are provisional and subject to the City's budget approvals.

The proposals were evaluated in accordance with the following criteria, published in the RFP:

1. Company Experience and Reputation
2. Compliance with Specifications
3. Warranty and Product Support
4. Production Schedule
5. Pricing

The analysis of proposals is a two-step process where proposals are first evaluated on the four technical criteria. Proposals that score at least 70% on compliance with specifications and 65% on the overall four technical criteria (including specifications) move on to the second stage that evaluates pricing.

While the proposal submitted by one of the proponents was compliant and met the threshold on overall technical criteria, their proposal did not include pricing details as instructed in the RFP and as a result was deemed non-compliant at the second stage of evaluation as their pricing could not be evaluated.

The successful proposal was submitted by Nova Bus, a division of Volvo Group Canada, Inc.

The City's approved 2019 capital budget and proposed 2020 to 2023 capital expenditure program contain sufficient funds for this contract.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to award the contract for the 2019 Supply of Transit Buses project to Nova Bus, a division of Volvo Group Canada, Inc., in the amount of \$1,076,000.00 plus GST, and,

THAT Council authorize Administration to award the contract for the 2020 Supply of Transit Buses project to Nova Bus, a division of Volvo Group Canada, Inc., in the amount of \$1,076,000.00 plus GST, subject to approval of the 2020 Capital Expenditure Program, and,

THAT Council authorize Administration to award the contract for the 2021 Supply of Transit Buses project to Nova Bus, a division of Volvo Group Canada, Inc., in the amount of \$1,076,000.00 adjusted by federal CPI, plus GST, subject to the approval of the 2021 Capital Expenditure Program.

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall

Chair: Jocelyn Curteanu

Vice-Chair: Dan Boyd

Date: December 2, 2019

1. Contract Award – Transit Real-time Information and Electronic Payments
Presented by Managers Michael Reyes and Cheri Malo
2. New Business

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: December 2, 2019
RE: Contract Award – Transit Real-Time Passenger Info and Electronic Payments

ISSUE

Contract award for Transit Real-Time Passenger Info and Electronic Payment Systems

REFERENCE

RFP 2019-093 Transit Real-Time Passenger Info & Electronic Payments Systems
RFI 2019-039 Transit Real-Time Passenger Info & Electronic Payments Systems
Council Policy: Purchasing and Sales
Capital Budget 300c00119 Transit Real-time Passenger Info and Electronic Payments
Capital Budget 300c00111 Software Licensing Renewals
Transit Department Operating Budget – Cell/Smart Phones

HISTORY

City Administration released a non-binding request for information (RFI) on March 15, 2019 that closed on April 10, 2019 to gather information on transit real-time passenger information and electronic payments systems. The goal of the RFI was to attract suppliers that could provide and install the systems and provide support and maintenance. The term for support and maintenance was initially set for three years; the term could be renewed or extended subject to service provider performance.

A request for proposals (RFP) for Transit Real-Time Passenger Information and Electronic Payments Systems was released on September 20, 2019 and closed on October 24, 2019. The RFP was advertised on the City's website and in local newspapers. The RFP documents were made available via the City's e-procurement platform www.whitehorse.bonfirehub.ca.

The City received two proposals, only one of which was compliant:

- DoubleMap, Inc.

DoubleMap's proposal was reviewed by an internal evaluation team comprised of personnel from the Business and Technology Systems, Transit Services, and Financial Services departments. The evaluation team followed the Council Policy on Purchasing and Sales.

ALTERNATIVES

1. Authorize Administration to award the contract as recommended
2. Refer the proposed award back to Administration for further analysis

ANALYSIS

The proposals were evaluated in accordance with the criteria published in the RFP:

1. Proponent's History and Reputation in the Industry;
2. Supply of Transit Real-Time Passenger Information and Electronic Payments Systems;
3. Project Management and Transition Services;
4. Support Services;
5. Presentation and Inspection/Demonstration trip; and
6. Price and Costs.

The analysis was a three-stage process where the one compliant proposal was evaluated on the first four technical or service criteria at the first stage. The proposal scored at least 450 points on these criteria and advanced to the second stage where the proponent was invited for a presentation of its proposal, and an onsite inspection trip to one of its existing clients using the proposed solution was conducted by the evaluation committee. At the end of stage two, a proposal scoring 525 points or more then proceeds to the third evaluation stage where pricing and cost proposals are evaluated.

DoubleMap's proposal garnered enough points in the first and second stages of the evaluation to qualify for the third stage. DoubleMap's pricing and cost proposal are as follows:

- \$110,000 – one-time cost for the supply of the solution and the project management/transition service.
- \$23,800 – recurring annual cost for support services and maintenance. This annual cost is detailed as \$12,750 software maintenance and \$11,050 for cellular data charges.

The City's Capital Budget 300c00119 Transit Real-time Passenger Info and Electronic Payments contains sufficient funds for the one-time cost for the supply of the solutions and project management/transition service. This capital budget is expected to be funded from the Gas Tax fund, the application for which has been submitted and is pending a Transfer Payment Agreement.

The City's Capital Budget 300c00111 Software Licensing Renewals, has been allocated sufficient funds for the annual software maintenance for the system.

Transit Departments Operating Budget for Cell/Smart Phones, has been allocated sufficient funds for the annual cellular data charges.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to award the contract for Transit Real-Time Passenger Information and Electronic Payments to DoubleMap, Inc. in the amount of \$181,400 plus GST; and

That Council authorize Administration to enter into an agreement contract with DoubleMap, Inc. for support and maintenance of the Transit Real-Time Passenger Information and Electronic Payments system, covering the next three-year period (2020-2022).

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE
Council Chambers, City Hall

Chair: Stephen Roddick

Vice-Chair: Jan Stick

Date: December 2, 2019

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall

Chair: Dan Boyd

Vice-Chair: Jocelyn Curteanu

Date: December 2, 2019

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall

Chair: Laura Cabott

Vice-Chair: Stephen Roddick

Date: December 2, 2019

1. Contract Award – Supply of Computer Equipment
Presented by Manager Michael Reyes
2. Public Input Report – 2020 to 2023 Capital Expenditure Program
Presented by Manager Brittany Dixon
3. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: December 2, 2019
RE: Contract Award – Supply of Computer Equipment

ISSUE

Contract award for Supply of Computer Equipment

REFERENCE

RFP 2019-075 Supply of Supply of Computer Equipment
Council Policy: Purchasing and Sales
2019 Capital Expenditure Plan job number 300c00109 Computer Infrastructure

HISTORY

Administration sought to attract suppliers who could replenish the City's ageing and end-of-life computer equipment and also to establish a supply agreement for an initial term of three years. The majority of the City's computer equipment, such as desktop computers, monitor screens and laptops, are more than eight years old. The standard asset useful life for computer equipment in the City is set at five years.

A request for proposals (RFP) for Supply of Computer Equipment was released on October 9, 2019 and closed on November 6, 2019. The RFP was advertised on the City's website and in local newspapers. The RFP documents were made available via the City's e-procurement platform www.whitehorse.bonfirehub.ca.

The City received two compliant proposals from the following businesses:

- Klondike Business Solutions, that proposed a solution based on Dell; and
- Microcad Computer Corporation, that proposed a solution based on Lenovo.

The proposals were reviewed by an internal evaluation team comprised of personnel from the Business and Technology Systems and Financial Services departments. The evaluation team followed the Council Policy on Purchases and Sales.

ALTERNATIVES

1. Authorize Administration to award the contract as recommended
2. Refer the proposed award back to Administration for further analysis

ANALYSIS

The proposals were evaluated in accordance with the following criteria, published in the RFP:

1. Proponent's History, Reputation and Personnel Experience;
2. Service Proposal (which includes supply of computer hardware devices and equipment, and support services);
3. Value-Added Services; and
4. Price and Costs

The analysis of proposals was a two-stage process where all proposals were evaluated on the first three technical or service criteria at the first stage. Proposals that score at least 400 points on these criteria move on to the second stage wherein price and costs were evaluated.

In the evaluation, Microcad's proposal did not meet the minimum points for the technical and service criteria. The proponent was notified and their price proposal submission was not opened.

One proposal garnered enough points in the first stage of the evaluation and qualified for the second stage wherein it was evaluated for price and costs. The higher scoring proposal was submitted by Klondike Business Solutions whose pricing and cost proposal are as follows:

- \$278,000 – fixed price agreement to supply the replacement of all computer equipment. The new equipment will be delivered in three batches and are to replace end-of-life equipment based on asset lifecycle: January 2020, June 2020, and January 2021.
- All new equipment will have five-year warranty to match the computer equipment asset lifecycle of five years.

The City's Capital Budget 300c00109 Computer Infrastructure contains sufficient funds for the annual capital requirements

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to award the contract for the Supply of Computer Equipment to Klondike Business Solutions in the amount of \$278,000 plus GST and:

That Council authorize Administration to establish a supply agreement contract with Klondike Business Solutions for purchases of computer equipment covering the next three-year period (2020-2022).

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: December 2, 2019
RE: Public Input Report – 2020 to 2023 Capital Expenditure Program

ISSUE

Public feedback received on the proposed 2020 to 2023 Capital Expenditure Program

REFERENCE

Bylaw 2019-24 Capital Expenditure Program 2020-2023

HISTORY

Prior to and following the first reading of the Capital Expenditure Program on November 12, 2019:

- The proposed Capital Expenditure Program was placed on the City's website, and an email address for public input was set up for the public's use;
- Information packages were made available at City Hall; and
- Advertisements requesting public input also provided a date for a public input session at the regular council meeting on November 25, 2019.

ALTERNATIVES

1. Bring forward the 2020-2023 Capital Expenditure Program bylaw for 2nd and 3rd reading
2. Postpone the 2020-2023 Capital Expenditure Program bylaw and refer to administration for further analysis

ANALYSIS

Public input on the 2020-2023 Capital Expenditure Program included 3 emails submitted to the public input email address and four delegations to council. The submissions have been summarized as follows:

1. Bicycle Network Support

Four submissions and a petition were received encouraging the City to implement the priorities of City's Bicycle Network Plan by 2022. The submissions questioned how the City intends to implement the Bicycle Network Plan through the proposed budget and included a number of suggestions on how the plan could inform projects that are currently listed in the proposed Capital Expenditure Program.

Response:

The Bicycle Network Plan is a guiding document that aids in implementing cycling infrastructure by providing an overall plan that can be used for consideration at every stage of the planning of capital projects in the City. The Bicycle Network Plan is considered during the design phase of most infrastructure projects.

There are currently several engineering projects included in the 2020 – 2023 Capital Expenditure Program that have a direct link to the Bicycle Network Plan including:

1. Cook Street Reconstruction 2020: extending the lower escarpment trail from Black St to Ogilvie St
2. Hillcrest Reconstruction 2022-2026: asphalt path and cycling route through Hillcrest
3. Range Road & Two Mile Hill Intersection Improvements 2021: improving cycling service through intersection and extending the asphalt path to match where YG ended on Range Road
4. Tlingit Street Reconstruction 2020: addition of a separated asphalt path along Tlingit Street
5. Range Road North Reconstruction 2023: Whistle Bend asphalt path connector trail
6. Canadian Tire Entrance Asphalt Path Crossing: improve asphalt path crossing

Additional projects that indirectly support the implementation of the Bicycle Network Plan by benefiting cycling routes include:

7. Hamilton Boulevard & Falcon Drive South Roundabout 2022: improve safety for all users and calm traffic in area
8. Hamilton Boulevard & Heron Drive Roundabout 2023: improve safety for all users and calm traffic in area

The list of suggestions received from the public for implementing the Bicycle Network Plan through projects that are in the proposed budget will be shared with the project managers for consideration.

2. Fuel Abatement Support

Three submissions were made in support of the Fuel Abatement project, encouraging council to put unspent funds from prior years towards fuel abatement, increase the budget for this project annually, and use the consequential trees as biomass fuels.

Response

In 2019 Council set Emergency Preparedness as one of its strategic priorities; fuel abatement and other fire smart work are captured within this priority. Following that, the 2019 budget for fuel abatement was increased by \$350,000 for a total of \$685,000 so this important work could be done efficiently. The unspent funds from the project, approximately \$550,000 at year end, will be carried forward into the future years, subject to Council approval. Additionally, the City continues to work with the Government of Yukon on a large scale fuel abatement project in the south end of the City.

The City is investigating future potential use of biomass to assist in heating some of the municipal buildings. In particular, the new Operations Building will have the required infrastructure installed during construction to allow for the eventual use of biomass heating.

3. Schwatka Lake West Shore Area Improvements

Two submissions were received concerning the Schwatka Lake West Shore Area Improvements that questioned the true cost of the project and whether the City will remain on track to implement the Schwatka Lake Area Plan (SLAP).

Response:

Schwatka Lake Area Plan (SLAP) is a guiding document for aviation, recreation, conservation, and other land uses and activities on the West Shore of Schwatka Lake. For the 2020-2023 Capital Expenditure Program, \$50,000 is proposed to hire an engineering consultant to confirm the feasibility of the land use concept that was completed as part of the SLAP, engage with the public and stakeholders to acquire input and progress the project to preliminary design stage with cost estimates of potential future capital projects. The goal is to identify potential capital projects and budgetary cost estimates as part of the next capital budget cycle.

4. Pedestrian Walkway – Mount McIntyre–CGC Connector

One submission was received questioning the cost allocation and funding source of the pedestrian walkway project which is infrastructure intended to connect Mt. McIntyre and the Canada Game Centre, a project that is estimated at \$2 million.

Response:

The pedestrian walkway project is eligible for Gas Tax funding. The project planning and design work is expected to begin in 2022 and cost approximately \$200,000. Construction is expected to begin in 2023 and cost approximately \$1.8 million.

5. Trail Plan Implementation

Clarification was requested regarding the scope of the Trail Plan Implementation Project and whether this project is related to the bicycle network plan.

Response:

\$75,000 is allocated annually to the implementation of the City's 2007 Trail Plan. Consistent with this plan, trail planning and trail development for recreational trails will be completed over the next several years.

A project to update the City's Trail Plan began in 2019 with the objective of creating a revised plan for future development and enhancement of recreational trails. This is a project separate from the Bicycle Network Plan as the Trail Plan does not incorporate the necessary infrastructure to meet the needs of the Bicycle Network Plan, which is a more complex plan, involving integration with roadways, streetlights and snow clearing.

6. External Funding

One submission questioned whether the City accesses external funding for active transportation projects.

Response:

The City continuously analyses options to access a variety of external funding sources in addition to forming partnerships with First Nation Governments or the Government of Yukon. There are eight capital projects in the proposed budget that have a component related to active transportation which will all be supported by external funding sources.

7. Major Sidewalk Repairs

One question asked how many kilometers of sidewalk the City had to maintain.

Response:

The City has an estimated 250km of sidewalks.

ADMINISTRATIVE RECOMMENDATION

THAT council direct that Bylaw 2019-24, a bylaw to adopt the 2020 to 2023 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall

Chair: Jan Stick

Vice-Chair: Samson Hartland

Date: December 2, 2019

1. New Business